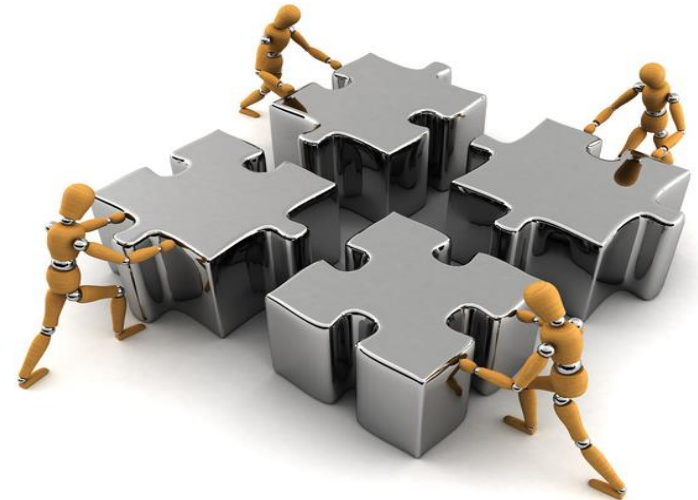


# National Syndromic Surveillance Program (NSSP)

## Work Plan

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**NSSP Project Officers**

Work Plan Overview  
February 7, 2017



# Work Plan

- How recipients will accomplish NSSP CoAg deliverables
  - Activities with objectives
  - Responsible staff
  - Timeline
  - Performance measures



# Components of a Work Plan

Goals	What you want to accomplish on a broad level
Measurable Objectives	What you should accomplish within a specific timeframe, specified in measureable terms.
Measures of Success	How progress of the results will be measured.
Activities	What must be done to meet the objectives.
Data Sources	Tools that will be used to evaluate progress toward meeting the objectives of a work plan.
Timeframe	The time expectations to complete activities and accomplish objectives.
Key Personnel	Who completes the activities, including the evaluation activities described in the plan.
Evaluation	The process ( <u>evaluation activities</u> ) that will be implemented to monitor and assess your progress in obtaining the process and outcome objectives.

# Characteristics of SMART Objectives

SMART	Characteristics of SMART Objectives
Specific	Who is the target audience?
Measurable	Is it quantifiable and can we measure it?
Achievable	Can we get it done in the proposed timeframe with the resources and support we have available?
Relevant	Is the objective related to the strategy or outcome it measures?
Time-bound	When will this objective be accomplished?

# Work Plan EXAMPLE #1

## [Agency] [Strategy] 1308 Workplan (Optional Template)

<i>5-Year Project Period Outcomes:</i>		
<i>Goal 1:</i>		
<i>Objective1.1:</i>		
<i>Rationale for the objective:</i>		
<i>Measures for accomplishing the objective:</i>		<i>Data sources to measure the objective:</i>
A.		A.
B.		B.
C.		C.
D.		D.
<i>Program Activities in support of the objective:</i>	<i>Person/agency responsible for accomplishing the activity:</i>	<i>Activity completion date:</i>
A.	A.	A.
B.	B.	B.
C.	C.	C.
D.	D.	D.

# Work Plan EXAMPLE #2

Attachment 8

Applicant \_\_\_\_\_

**Work Plan Template**

<b>Strategy 1: Improve Representativeness of Data</b>		<b>Measures of Effectiveness:</b>	
<b>Objectives</b>	<b>Activities Planned to Meet Objectives</b>	<b>Staff/Partnership Member(s) Responsible</b>	<b>Completed by: (month &amp; year)</b>
A.			
B.			

# Questions?



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# Thank You



For more information, contact CDC  
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